

ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY

AGENDA

-Agenda Subject to Change-

**August 21, 2012 at 6:00 PM
Town of Louisville Municipal Building**

Call to Order	<ul style="list-style-type: none"> ▪ Robert McNeil, Chair
Roll Call and Determination of Quorum	
Public Notice	<ul style="list-style-type: none"> ▪ August 10, 2012
Presentations	
Approval of Minutes	<ul style="list-style-type: none"> ▪ June 19, 2012 1-3
Financial Reports	<ul style="list-style-type: none"> ▪ June 2012 4-6
Committee Reports	
Old Business	
New Business	<ul style="list-style-type: none"> ▪ Resolution: Authorizing Chairman to Sign “Agreement Between the Massena Electric Department and the St. Lawrence River Valley Redevelopment Agency” 7-10 ▪ Resolution: Adopting Revised Freedom of Information Law Guidelines 11-19
Staff Report	<ul style="list-style-type: none"> ▪ Semi-Annual Performance Report 20-27
Public Comment	
Executive Session	
Adjournment	

St. Lawrence River Valley Redevelopment Agency
Minutes of June 19, 2012 Meeting ~ Town of Louisville Municipal Offices, Massena NY

Call to Order: The meeting was called to order at 6:02 PM by Chairman McNeil.

Roll Call/Determination of Quorum: Mssrs. McNeil, Murphy, Burns and Strait attend. NYPA's Karen White is also in attendance. The quorum is recognized.

Public Notice: Public notifications were sent June 7, 2012 to, at a minimum: St. Lawrence County's newspapers designated for the publication of local laws and other matters required by law to be published. Notification also sent to other local media sources and websites.

Approval of Minutes: Burns/Strait motion to accept the May 15, 2012 regular meeting minutes. The minutes are accepted unanimously.

Financial Report: Mr. Plastino, Deputy Chief Executive Officer/Chief Financial Officer of the St. Lawrence County Industrial Development Agency presents the April and May 2012 financial reports. Mr. Plastino notes June's payment to MED will close out the current contract and a resolution is expected to be presented in July for renewal of the RVRDA and MED agreement.

In reference to Lot 18 in the 2012 Budget Report, Mr. Burns asks if there is potential to increase revenues to meet the budget forecast. Mr. Williams responds by stating that the (6) six-month amendment to the lease will change the revenue figure as only 500 sq ft of office space is occupied. The revenue will increase when and if the company reverts to leasing the whole building. Mr. Burns asks if there are tenant prospects for Lot 18 or 19. Mr. Kelly notes Lot 19 has one tenant, so half of the building is occupied. He speculates the budget goal set for Lot 19 will be more likely to be reached by year's end versus than the one set for Lot 18. Murphy/Strait motion to accept the financials as presented. Report accepted unanimously.

Committee Reports: None

Old Business: Chairman McNeil references the revised agenda which was distributed at the start of the meeting, which reflects the November RVRDA meeting date change to November 13th.

Attorney Gustafson reports on that status of the power contract, noting that it is going to the NYPA Board of Trustees to be acted on at their June 26th meeting. Mr. Gustafson does not anticipate any problems with the power contract. It will then be forwarded to the Governor, who has 60 days to review and approve. Mr. Gustafson presumes the contract will be approved sooner, rather than later.

Discussion ensues around articles the members received from Mr. McMahon in reference to power. Mr. Murphy was surprised to learn that nuclear power has increasing costs and descending value. Mr. McMahon notes there are a lot of unknowns in the energy market right now. He states there is a very dynamic market for power right now, and that stability is one of the marketable features of the 20 megawatts. Mr. McMahon reiterates to the group that power cost is expected to increase in the East. Mr. McMahon elaborates on a recent meeting with Adam White, AITIA Analytics. Mr. White commented on uncertainties with the Ontario market as the price of power continues to rise. Mr. McMahon advises the group that businesses will want certainty and will find that in the power available here in St. Lawrence County.

New Business: Resolution: Mr. Kelly notes that a goal of the RVRDA has been to utilize its resources to leverage additional sources of financing for local projects. Ansen Corporation in Ogdensburg has been undergoing a growth phase (having added over 50 jobs this year) and has been having discussions with the IDA regarding their need for working capital. As an outcome of these discussions, NBT Bank has agreed to partner with the RVRDA by providing \$100,000 in matching funds toward a \$200,000 line of credit for Ansen Corporation which will be managed by NBT.

Resolution: Burns/Murphy move to accept the Allocation of \$100,000 for Ansen Corporation's NBT Line of Credit. Resolution is accepted with 3 'aye' votes and 1 'abstention'. Mr. Strait chose to abstain due to a conflict of interest relating to his membership on the board of NBT Bank.

Staff Report:

Mr. Plastino reports on the following:

2011 Community Development & Environmental Improvement Program ("CDEIP")

- 2011 CDEIP. Update: Completed projects include: City of Ogdensburg, Remington Art Museum, North Country Pastured, St. Lawrence County Chamber (FISHCAP), Town of Waddington
- The Village of Gouverneur's award has been redirected to Kinney Drugs (as approved at a previous meeting). Kinney Drugs plans to begin work on their project when the Village of Gouverneur begins its work (within the next couple of months).
- As of the end of May 2012, \$228,000 has been disbursed from the 2011 CDEIP funds.
- Approximately half of the funds remaining are set aside for work to be completed on the Massena rail project which is expected to be completed sometime this Fall.
- Commitment letters are due to expire the end of June 2012. Mr. Plastino notes that all of the projects awarded funds from the 2011 CDEIP have plans to move forward in 2012. Mr. Kelly advises the members to consider a 90 day or (6) six-month extension in order to enable the projects to continue moving forward.

A motion to extend the 2011 CDEIP agreements for another (6) six-months is made by Strait/Burns. Approved unanimously.

2012 Community Development & Environmental Improvement Program ("CDEIP")

- Commitment letters have been received for all approved applicants except the Town of Colton and the Town of Waddington.
- Ogdensburg Bridge and Port Authority project awarded this year is in progress
- FISHCAP agreement for second year funding will be in place soon.

Marketing:

- The IDA continues to attend a significant number of tradeshow and networking events promoting St. Lawrence County, particularly the building space available.
- An 8,000 piece mailing was recently distributed in Ontario
- Two cross-border events are scheduled for October 2012, one in Ogdensburg and one in Massena. The Ogdensburg event (October 10) will focus on cross-border exporting and importing and will be done in partnership with the Province of Ontario. Business representatives from the Ottawa region will be bussed to the event. The Port, the Industrial Park, and the Airport are all areas that will be highlighted. The Massena event (October 17) will be done in partnership with the Embassy in Ottawa & the Consulate in Montreal. A visit to the GM site and other sites of interest will be visited.

AITIA Analytics Consulting Services: Mr. Kelly informs the group of a recent meeting with Adam White of AITIA Analytics, an energy specific consulting service hired by the RVRDA and SLCIDA - LDC, where Mr. White notes that a clear advantage in the cost and certainty of power is offered in St. Lawrence County, versus the Ontario/Toronto region. Mr. Kelly and Mr. McMahon are encouraged by the information and are working with Mr. White on identifying the best firms and methods for approaching them to promote our power advantages.

The SLIC Network Solutions loan closing is scheduled for next week.

The Ogdensburg Bridge and Port Authority 2012 CDEIP grant closing will take place in the next couple of weeks.

Plans for finalizing the lease & PILOT agreement with Fockler Industries are in the works.

The Regional Economic Development Council Process is ongoing and the SLCDA is nearing the end of the pre-project phase for the Newton Falls Rail Road.

The Consolidated Funding Applications (CFA's) are due mid-July. Mr. Kelly asks members to let him know if there are projects that need assistance when completing the CFA. In May, Mr. Kelly met with the developers throughout St. Lawrence County to discuss a strategy so applications are not being submitted redundantly.

Public Comment:

Lucia Daily:

- Asks when the next round of community funding will take place. Mr. Kelly states the 2012 process was initiated in January and applications were due in February and awards were decided in May. He anticipates a similar schedule for next year.
- Asks if the RVRDA members review the Community Development and Environmental Improvement Program Applications or is it only the IDA that reviews them? Mr. Kelly responds by stating both the RVRDA members and the IDA review the applications.
- In response to Mr. Kelly's earlier statement regarding efforts to market Canadian companies to St. Lawrence County, Ms. Daily cautions the members to check the validity and record of the companies as she feels the Potsdam area was slighted by contractors from Canada and she felt the Canadian oriented strand board had an insufficient record of good business practices.

Executive Session: Strait/Murphy motion for Execution Session at 6:42 PM to discuss the financial or credit history of one specific company.

The RVRDA returns to regular session at 7:30 PM, upon the motion by Burns/Strait.

The meeting is adjourned at 7:35 PM, upon the motion of Strait/Burns.

Note: The next regularly scheduled meeting of the St. Lawrence River Valley Redevelopment Agency will be held at 6:00PM on Tuesday, July 17, 2012 at the Town of Louisville Municipal Offices.

St. Lawrence River Valley Redevelopment Agency

Balance Sheet

As of June 30, 2012

	Jun 30, 12
ASSETS	
Current Assets	
Checking/Savings	
201 - Cash Restricted	
201E - HSBC - Money Market	7,324,016.27
201F - KEY - Money Market	5,518,877.15
201G - NBT- Checking	29,965.00
201H - NBT - Money Market	1.00
Total 201 - Cash Restricted	12,872,859.42
202 - Security Deposits	34,000.00
Total Checking/Savings	12,906,859.42
Total Current Assets	12,906,859.42
Fixed Assets	
100 - Massena Lot 18	
100A - Massena Lot 18 - Building	359,800.00
100B - Massena Lot 18 - Depreciation	-1,199.33
Total 100 - Massena Lot 18	358,600.67
101 - Massena Lot 19	
101A - Massena Lot 19 - Building	340,200.00
101B - Massena Lot 19 - Depreciation	-1,134.00
Total 101 - Massena Lot 19	339,066.00
Total Fixed Assets	697,666.67
Other Assets	
Notes Receivable	
485 - N/R - North Country Dairy, LLC	362,307.55
486 - N/R - SLIC Network Solutions	825,000.00
487 - N/R - Structural Wood Corp	144,267.13
Total Notes Receivable	1,331,574.68
210 - Accrued Interest Receivable	2,941.95
Total Other Assets	1,334,516.63
TOTAL ASSETS	14,939,042.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 - Rental Deposits	34,000.00
Total Other Current Liabilities	34,000.00
Total Current Liabilities	34,000.00
Total Liabilities	34,000.00
Equity	
3900 - Net Assets	15,366,107.98
Net Income	-461,065.26
Total Equity	14,905,042.72
TOTAL LIABILITIES & EQUITY	14,939,042.72

St. Lawrence River Valley Redevelopment Agency Check Register

				Beginning Balance for June 2012	\$ 13,053,643.17
Deposit	06/01/2012	EFT	North Country Dairy	North Country Dairy	14,241.60
Check	06/05/2012	1164	Village of Massena	Taxes associated with Lot 18 & lot 19	-11,756.40
Check	06/13/2012	1165	SLC IDA Local Development Corp	No Co Dairy payment back to IDALDC	-7,120.80
Deposit	06/15/2012			Dep - Structural Wood & Fockler	5,467.24
Check	06/19/2012	1166	Paetec	Phone Bill	-35.94
Check	06/19/2012	1167	Village of Massena	Water Bills	-13.00
Check	06/26/2012	ONLINE	St. Lawrence County IDA LDC	Admin fee for 2nd half 2012	-150,000.00
Check	06/26/2012	1168	GMEDF	50% Structural Wood Back to GMEDF	-1,421.12
Check	06/26/2012	1169	WCT Surveyors, P.C.	Lot 18 & Lot 19 Easement	-33.34
Deposit	06/26/2012		Slic Network Solutions	Deposit SLIC	2,750.00
Deposit	06/30/2012		HSBC - First Niagara	Interest	696.95
Deposit	06/30/2012		Key Bank	Interest	1,454.62
General Jou	06/30/2012	NSF lot 1	Composite Systems & Technologies	Rent for June from CST was returned NSF	-1,015.00
Deposit	06/30/2012		NBT Bank	Interest	1.44
				Ending Balance for June 2012	\$ 12,906,859.42

St. Lawrence River Valley Redevelopment Agency

Income	2012 Budget	June-12	YTD	Balance
OPERATING REVENUE- Other				
2409 · Interest Income	100,000.00	6,027.37	37,003.47	100,000.00
2410 · Power Contract Revenue	870,950.00	0.00	0.00	870,950.00
2412 · Miscellaneous Income(App Fees)	2,500.00	0.00	3,700.00	2,500.00
	<u>973,450.00</u>	<u>6,027.37</u>	<u>40,703.47</u>	<u>973,450.00</u>
MASSENA INDUSTRIAL BUILDING LOT18				
2422 - MIB18 - Rent	102,000.00	(1,000.00)	28,600.00	73,400.00
	<u>102,000.00</u>	<u>(1,000.00)</u>	<u>28,600.00</u>	<u>73,400.00</u>
6486408 · MIB18 - Maintenance Expense	2,000.00	0.00	0.00	2,000.00
6486411 · MIB18 - Insurance Expense	3,850.00	0.00	0.00	3,850.00
6486415 · MIB18 - Cleanup-Repair Expense	2,000.00	0.00	0.00	2,000.00
6486416 · MIB18 - Utility Expense	0.00	0.00	0.00	0.00
6486450 · MIB18 - Property Tax Expense	11,000.00	5,815.96	11,089.35	(89.35)
6486499 · MIB18 - Miscellaneous Expense	2,000.00	16.67	16.67	1,983.33
6486500 · MIB18 - Depreciation Expense	0.00	0.00	0.00	0.00
	<u>20,850.00</u>	<u>5,832.63</u>	<u>11,106.02</u>	<u>9,743.98</u>
Total MASSENA INDUSTRIAL BUILDING LOT18	<u>81,150.00</u>	<u>(6,832.63)</u>	<u>17,493.98</u>	<u>63,656.02</u>
MASSENA INDUSTRIAL BUILDING LOT19				
2423 · Rental - MIB LOT19	10,000.00	2,625.00	5,250.00	10,000.00
	<u>10,000.00</u>	<u>2,625.00</u>	<u>5,250.00</u>	<u>10,000.00</u>
MASSENA INDUSTRIAL BUILDING LOT19				
6487408 · MIB19 - Maintenance Expense	2,000.00	0.00	140.00	1,860.00
6487411 · MIB19 - Insurance Expense	3,850.00	0.00	0.00	3,850.00
6487415 · MIB19 - Cleanup-Repair Expense	2,000.00	0.00	0.00	2,000.00
6487416 · MIB19 - Utility Expense	6,000.00	13.00	92.30	5,907.70
6487436 · MIB19 - Marketing Expense	10,000.00	0.00	0.00	10,000.00
6487450 · MIB19 - Property Tax Expense	11,000.00	5,940.44	11,326.71	(326.71)
6487499 · MIB19 - Miscellaneous Expense	2,500.00	16.67	16.67	2,483.33
6487500 · MIB19 - Depreciation Expense	0.00	0.00	0.00	0.00
	<u>37,350.00</u>	<u>5,970.11</u>	<u>11,575.68</u>	<u>25,774.32</u>
Total MASSENA INDUSTRIAL BUILDING LOT19	<u>(27,350.00)</u>	<u>(3,345.11)</u>	<u>(6,325.68)</u>	<u>(15,774.32)</u>
Operating Expenditures				
6460411 · Director's & Officer's Insurance	3,000.00	0.00	0.00	3,000.00
6460429 · Contractual Expenses-Other	20,000.00	0.00	0.00	20,000.00
6460430 · Contractual Expenses to MED	54,000.00	0.00	27,000.00	27,000.00
6460431 · Contractual Expenses to IDALDC	300,000.00	150,000.00	300,000.00	0.00
6460433 · Legal Expense	20,000.00	0.00	8,513.40	11,486.60
6460434 · Accounting Expense	3,250.00	0.00	3,300.00	3,250.00
6460442 · Meeting Expense	500.00	0.00	0.00	500.00
6460443 · Other Travel Expense	2,000.00	0.00	367.94	1,632.06
6460450 · Community Devel. & Improve Projects	622,000.00	0.00	173,465.00	448,535.00
6460499 · Miscellaneous Expense	2,500.00	50.94	290.69	2,209.31
Total RVRA Operating Expenditures	<u>1,027,250.00</u>	<u>150,050.94</u>	<u>512,937.03</u>	<u>517,612.97</u>
Total Revenue	\$ 1,085,450.00	\$ 7,652.37	\$ 74,553.47	\$ 1,056,850.00
Total Expenditures	\$ 1,085,450.00	\$ 161,853.68	\$ 535,618.73	\$ 553,131.27
Net Income	\$ -	\$ (154,201.31)	\$ (461,065.26)	\$ 503,718.73

ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY
 Resolution No. RVR-12-08-xx
 August 21, 2012

**AUTHORIZING CHAIRMAN TO SIGN
 "AGREEMENT BETWEEN MASSENA ELECTRIC DEPARTMENT
 AND
 THE ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY"**

WHEREAS, the St. Lawrence River Valley Redevelopment Agency (the "Agency") wishes to utilize the assistance and expertise of the Massena Electric Department to assist the Agency in allocating the 20 Megawatts of power made available to the Agency through an agreement with the New York Power Authority, and

WHEREAS, the attached agreement has been reviewed by the St. Lawrence County Industrial Development Agency's legal counsel, and

NOW, THEREFORE, BE IT RESOLVED, that the Agency Chairman is designated, authorized, empowered and directed to execute and deliver the attached agreement.

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Burns				
Carroll				
McNeil				
Murphy				
Strait				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

Isl Lori Sibley

Lori Sibley
 08/21/2012

**AGREEMENT BETWEEN
MASSENA ELECTRIC DEPARTMENT
and
THE ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY**

This AGREEMENT is effective July 1, 2012 (“Commencement Date”), by and between the Massena Electric Department with an office for business located at 71 E. Hatfield Street, Massena, New York (hereinafter referred to as “MED”) and St. Lawrence River Valley Redevelopment Agency (hereinafter referred to as “RVRDA”) with an office for business located at 80 State Highway 310, Suite 6, Canton, New York. The MED and RVRDA are the Parties hereto.

WHEREAS, MED is a municipal entity and a department of the Town of Massena, and

WHEREAS, MED has assumed the role of counterparty to the beneficial Power Contract with NYPA which will allocate power at the discretion of the RVRDA, and

WHEREAS, a potential Power Contract calls for certain power industry-specific skills to administer, and

WHEREAS, MED has the institutional expertise to effectively deal with power issues and the day to day management called for in this Power Contract, and

WHEREAS, MED desires to remain a non-political entity dedicated to serving its customers in the Towns of Massena, Louisville, Norfolk, Brasher, and Stockholm, and

WHEREAS, the RVRDA would like to contract with the MED to provide day-to-day managerial oversight to its operations and its expertise in the effective use and distribution of low cost power when it is available, and

WHEREAS, MED can also supply valuable advice in coordinating strategic partnerships with important energy market participants, and

WHEREAS, MED can offer other valuable support to economic development and marketing efforts.

NOW, THEREFORE, it is hereby agreed among the Parties hereto, for good and valuable consideration, receipt of which is hereby acknowledged, and the mutual covenants herein contained, as follows:

I. Services

Work performed by MED shall include, but is not limited to, the following services:

- A. Provide guidance on the uses and benefits of low cost hydro power
- B. Provide a central point of contact for, and evaluation of, any revised power contract proposals.
- C. Administer Power Contract with NYPA
- D. Facilitate Strategic Partnerships
- E. Provide advice on energy related issues. If these matters require additional support they will be approved in advance by the RVRDA.
 - i. Outside counsel may be required beyond the scope of MED's expertise for some of these issues, and such costs shall be in addition to the costs set forth in Article III, with costs to be borne by the RVRDA.
 - ii. Outside counsel may be required beyond the scope of MED's expertise for certain technical issues, and such costs shall be in addition to the costs set forth in Article III, with costs to be borne by the RVRDA.
- F. Support Economic Development and Marketing efforts.

II. Reporting

MED shall provide monthly to the RVRDA Board the status of strategic partnerships, updates on energy-related issues that may impact the RVRDA, evaluation of NYPA sales, status of "ultimate user" accounts (both active and potential "ultimate users"), and updates on any other services performed by MED on behalf of the RVRDA.

III. Compensation

MED shall be paid the annual sum of Fifty Four Thousand Dollars (\$54,000.00) for the services provided herein.

The payments shall be payable in equal monthly installments payable the 1st day of each month during the term of this Agreement and shall be retroactive to July 1, 2012.

Any payment not received by MED by the 15th day of the month will incur a late charge of 1.5% of the amount due.

This payment shall be in full satisfaction for all services provided by MED under the terms of this Agreement.

IV. Term and Termination of the Agreement

Services provided under this Agreement shall begin on the Commencement Date and shall continue until the earliest of: (a) a period of one-year terminating on the final day of June, 2013; (b) termination of the Power Contract; (c) mutual consent by both MED and the RVRDA; or (d) "cause", cause being defined as the failure of either Party to abide by the terms of this Agreement

Either Party terminating this Agreement shall provide sixty days prior written notice of their intent to terminate this Agreement.

V. Miscellaneous

This Agreement contains the entire agreement and understanding of the Parties. All prior discussions, agreements, and understandings have been merged into the terms hereof.

All Notices required under this agreement shall be in writing and personally delivered, or sent by certified or registered first class mail, facsimile transmission, email, or overnight express mail addressed as follows:

To MED: Massena Electric Department
 Attn: Andrew McMahon, General Manager
 71 East Hatfield Street
 Massena, New York 13662

To RVRDA: St. Lawrence River Valley Redevelopment Agency
 Attn: Robert McNeil, Chairman
 80 State Highway 310, Suite 6
 Canton, New York 13617

This Agreement may only be changed by written agreement of the Parties.

This Agreement may not be assigned except with the written consent of the Parties.

Any disputes shall be resolved through good faith negotiations, and in the event required, the courts of St. Lawrence County.

ACCEPTED AND AGREED

For: Massena Electric Department

By: _____
 James Shaw, Chairman
 Massena Electric Department Board

For: St. Lawrence River Valley Redevelopment Agency

By: _____
 Robert McNeil, Chairman
 St. Lawrence River Valley Redevelopment Agency

ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY
 Resolution No. RVR-12-08-xx
 August 21, 2012

ADOPTING REVISED FREEDOM OF INFORMATION LAW GUIDELINES

WHEREAS, Legislation approved by Governor Paterson and effective August 7, 2008 (chapter 223) modernizes the Freedom of Information Law (FOIL) and clarifies several of its provisions, and

WHEREAS, the St. Lawrence River Valley Redevelopment Agency (the "SLRVRA") wishes to reaffirm its commitment to practice Open Government by reviewing and updating its FOIL policy, and ensuring uniformity of the policy as it pertains to the SLRVRA, the St. Lawrence County IDA, the SLCIDA-LDC, the SLCIDA Civic Development Corporation and the St. Lawrence County Local Development Corporation,

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence River Valley Redevelopment Agency does hereby adopt the attached FOIL guidelines.

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Burns				
Carroll				
McNeil				
Murphy				
Strait				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/ Lori Sibley

Lori Sibley
08/21/2012

PUBLIC ACCESS TO RECORDS OF:
St. Lawrence County Industrial Development Agency
St. Lawrence County Industrial Development Agency Local Development Corporation
St. Lawrence County Industrial Development Agency Civic Development Corporation
St. Lawrence River Valley Redevelopment Agency
St. Lawrence County Local Development Corporation

1. Purpose and scope
2. Designation of records access officer
3. Location
4. Hours for public inspection
5. Requests for public access to records
6. Subject matter list
7. Denial of access to records
8. Fees
9. Public notice
10. Severability

Section 1 Purpose and scope.

- (a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy of confidentiality.
- (b) These regulations provide information concerning the procedures by which records may be obtained.
- (c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
- (d) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Section 2 Designation of records access officer.

- (a) The St. Lawrence County Industrial Development Agency is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Chief Financial Officer
St. Lawrence County Industrial Development Agency
80 State Highway 310, Suite 6
Canton, New York 13617

- (b) The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall insure that agency personnel:

- (1) Maintain an up-to-date subject matter list.
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:
 - (i) Make records available for inspection; or,
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefor.
- (5) Upon request for copies of records:
 - (i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - (ii) Permit the requester to copy those records.
- (6) Upon request, certify that a record is a true copy; and
- (7) Upon failure to locate records, certify that:
 - (i) The St. Lawrence County Industrial Development Agency is not the custodian for such records, or
 - (ii) The records of which the St. Lawrence County Industrial Development Agency is a custodian cannot be found after diligent search.

Section 3 Location.

Records shall be available for public inspection and copying at:
St. Lawrence County Industrial Development Agency
80 State Highway 310, Suite 6
Canton, New York 13617

Section 4 Hours for public inspection.

Requests for public access to records shall be accepted and records produced during all hours regularly open for business.

Section 5 Requests for public access to records.

- (a) All requests for records and records inspection must be submitted in writing (either standard mail or facsimile). Requests made verbally or via email will not be honored.
- (b) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
- (c) A response shall be given within five business days of receipt of a request by:
 - (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
 - (2) granting or denying access to records in whole or in part;

- (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
- (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
- (d) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
- (e) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:
 - (1) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
 - (2) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
 - (3) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
 - (4) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
 - (5) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
 - (6) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
 - (7) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 6 Subject matter list.

- (a) The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.
- (b) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
- (c) The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

Section 7 Denial of access to records.

- (a) Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be:
 - Chairman, St. Lawrence County Industrial Development Agency
 - 80 State Highway 310, Suite 6
 - Canton, New York 13617
- (b) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.
- (c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:
- (d) Any person denied access to records may appeal within thirty days of a denial.
- (e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
 - (1) the date and location of requests for records;
 - (2) a description, to the extent possible, of the records that were denied; and
 - (3) the name and return address of the person denied access.
- (f) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
- (g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:
 - Committee on Open Government
 - Department of State
 - 41 State Street
 - Albany, NY 12231
- (h) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

Section 8 Fees.

- (a) There shall be no fee charged for:
 - (1) inspection of records;
 - (2) search for records; or
 - (3) any certification pursuant to this part.
- (b) Copies may be provided without charging a fee. This determination will be made at the sole discretion of the Records Access Officer. In addition, no fee shall be charged for the copying of fewer than 10 pages (for photocopies only, and for photocopies not exceeding 9 by 14 inches)
- (c) Fees for copies may be charged, provided that:
 - (1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
 - (2) the fee for copies of records not covered by paragraphs (1) and (2) of this subdivision, shall not exceed the actual reproduction cost which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries. (If possible, specify the actual costs of reproduction.)
 - (3) In those cases where the agency's information technology equipment is incapable of preparing a copy, the agency will charge the actual cost of engaging a private professional service to do so. This fee may involve all expenses incurred by the agency associated with preparing a copy (such as postage, transportation). These expenditures will be included as part of the actual cost and fee that the agency will charge.
 - (4) In circumstances where more than two hours of employee time or an outside professional service is needed to prepare a copy of a record, the applicant must be informed in advance.
- (d) Fees for electronic information:
 - (1) Access to electronic records relate mostly to the cost of the storage medium in which the information is made available (i.e. computer tape or disk). In those instances in which substantial time is needed to prepare an electronic copy (at least 2 hours of an employee's time), the agency may charge a fee based on the cost of the storage medium used, as well as the hourly salary of the lowest paid employee who has the skill needed to prepare the copy.

Section 9 Public notice.

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

Section 10 Severability.

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

PUBLIC NOTICE
YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

St. Lawrence County Industrial Development Agency
St. Lawrence County IDA Local Development Corporation
St. Lawrence County IDA Civic Development Corporation
St. Lawrence River Valley Redevelopment Agency, and
St. Lawrence County Local Development Corporation

have adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

St. Lawrence County Industrial Development Agency
80 State Highway 310, Suite 6
Canton, New York 13617

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available

2. Records Access Officer:
Chief Financial Officer
St. Lawrence County Industrial Development Agency
80 State Highway 310, Suite 6
Canton, New York 13617

If you are denied access to a record, you may appeal to the following person(s) or body:

Chairman, St. Lawrence County Industrial Development Agency
80 State Highway 310, Suite 6
Canton, New York 13617
Phone: (315) 379-9806

Sample Letter: Requesting Records

Records Access Officer
Name of Agency
Address of Agency
City, NY, ZIP code

Re: Freedom of Information Law Request

Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following) _____ (attempt to identify the records in which you are interested as clearly as possible). If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at _____.

If there are any fees for the copying of the records requested, please inform me before filling the request (or: . . . please supply the records without informing me if the fees are not in excess of \$_____). If there are any fees associated with the provision of the records requested in an electronic format (cost of disk or CD-rom), please inform me before filling the request (or..... please supply the records electronically without informing me if the fees are not in excess of \$_____).

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature
Name
Address
City, State, ZIP code

St. Lawrence County Industrial Development Agency

Mission Statement

(Reviewed and Reaffirmed in Public Session on January 26, 2012)

The mission of the St. Lawrence County Industrial Development Agency is to promote, encourage, attract and develop job opportunities and economically sound commerce and industry in St. Lawrence County. To accomplish its mission, the IDA constructs and owns industrial sites and buildings, administers loan packaging and industrial revenue bond financing and provides a variety of tax-reduction incentives.

Performance Goals

- *To create new employment opportunities for St. Lawrence County citizens through the attraction of or the creation of new businesses*
- *To create new employment opportunities for St. Lawrence County citizens through the expansion of existing businesses*
- *To retain existing employment opportunities*
- *To leverage the greatest level of private investment in St. Lawrence County businesses*
- *To educate County businesses, elected officials and community representatives regarding available economic development resources*
- *Act as a liaison with businesses and government to help coordinate economic development services and reduce bureaucracy*
- *Work cooperatively with area economic development agencies to market County assets and economic development resources to potential new or expanding businesses*
- *Ensure a transparent and accountable operation with responsibly-managed Agency assets*

2012 Performance Review (January 2012 – June 2012)

- *As part of its Public Authority Law compliance program, the SLCIDA adopted “Procurement Lobbying Law Policy and Procedures”, and “Policy Prohibiting Loans and Credit to Officers, Directors and Employees.” Additionally, the SLCIDA reviewed and reaffirmed policies regarding Corporate Credit Card Usage, Cellular Phone Usage, Property Disposition, Investment, and Procurement, along with reviewing its performance for 2011.*
- *Renewed and extended a purchase option with Curran Renewable Energy, LLC for Lot 13 within the Massena Industrial Park.*
- *Danko Construction Company (Massena NY) began work in June on the SLCIDA’s mixed-use industrial building within the Canton Industrial Park. The SLCIDA hopes to have it ready for prospective tenant occupancy in December of 2012.*
- *The SLCIDA continues to assist Kinney Drugs as it works to address water pressure issues within its Gouverneur building.*

- *Site visits to SLCIDA business customer locations were conducted throughout January as part of the SLCIDA's annual report process. Additional site visits and interviews were conducted as part of the SLCIDA's partnership and sponsorship responsibilities through the North Country Alliance Local Development Corporation.*
- *The Newton Falls Rail rehabilitation project continues to make progress. SLCIDA staff are working with Mohawk, Adirondack & Northern Railroad Company and officials from Jefferson and Lewis counties to bring rail transportation back to the area. The SLCIDA and Empire State Development are working out the terms of the incentive proposal for the State grant award.*
- *The SLCIDA reached a settlement with the Mohawk, Adirondack & Northern Railroad Corporation regarding the ownership of the rail. The MANRR received an authorization of financial assistance from the SLCIDA in the form of sales tax exemption, mortgage recording tax exemption, payment in lieu of taxes (PILOT), in addition to a lease agreement and operating agreement. The SLCIDA will be scheduling a public hearing for the PILOT on the project in the very near future.*
- *A newly-implemented, single-agenda program to consolidate SLCIDA, SLCIDA-LDC and SLCIDA-CDC meeting materials has been well-received by Board members and staff.*
- *A consolidated application has been created and implemented for use. The document will greatly simplify the application process for our business customers.*
- *Having received authorization to apply to the USDA Rural Business Enterprise Program on behalf of small private business enterprises in St. Lawrence County, SLCIDA staff submitted two (2) applications: St. Lawrence Brewing Company and High Peaks Winery, LLC. The application for \$14,600 on behalf of High Peaks Winery, LLC was awarded.*
- *Thomas A. Plastino was appointed the SLCIDA's Deputy Chief Executive Officer / Chief Financial Officer in March of 2012. Mr. Plastino will continue in his role as the St. Lawrence County Workforce Investment Board's part-time Executive Director.*
- *The power agreement between the Massena Electric Department and the New York Power Authority received support from the SLCIDA in March of 2012.*
- *The Agency's 2011 Annual Report to the NYS Authorities Budget Office was completed in March of 2012. Copies of the report, along with the associated audited financial statements for 2011, were provided to the County Legislature in April 2012.*
- *Clearwater Paper's Railroad Trestle project received CFA funding through the NYS Department of Transportation. As regulations require the trestle owner to be a public body, SLCIDA will assume title ownership of the rail for the duration of the life of the trestle. A public hearing on the project was held May 16, 2012 and the PILOT approved by the SLCIDA at its May 17, 2012 meeting.*
- *The Affinity Potsdam Cottages developers and the representatives of one local affected taxing jurisdiction have tentatively reached agreement on the terms of the PILOT. The Agency will consider approval of the project after it has received the consent of the three local affected taxing jurisdictions.*
- *The SLCIDA hosted a free "Renew St. Lawrence County Business Energy" breakfast and workshop in April.*
- *Year to date, SLCIDA staff have made over 1,000 contacts with over 325 existing and prospective companies, organizations and general businesses.*

- *The Agency also continued aggressive marketing efforts, as follows:*
 - *Outreach of select Canadian businesses in Ontario and Quebec to generate interest and possible expansion into St. Lawrence County through trade shows, events, advertising and the mailing of approximately 6,000 marketing pieces.*
 - *Focus on power advantages included continued work with Ontario power groups and Massena Electric Department to develop a power initiative to attract Canadian companies to St. Lawrence County. Additionally, SLCIDA updated its tradeshow banners to reflect the St. Lawrence County power incentives and services.*
 - *Coordination of three Countywide Economic Developers' Marketing meetings to ensure coordination of Countywide marketing efforts, strategic objectives and general operating activities of the local, county and regional developers.*
 - *Maintained memberships in Canadian trade organizations to facilitate access to events and to maintain key contacts with Canadian companies and multiplier organizations.*
 - *Advertising and media promotion pieces created and utilized, including placements in North Country This Week, Watertown Daily Times, St. Lawrence County Newspapers, and County Pennysaver.*
 - *Sponsorship, coordination and/or attendance at 16 trade shows/marketing events in Northern New York and Canada:*

February 2012

- *Center for Entrepreneurship at Clarkson University – My Small Business 101*
- *Ottawa Business Summit*
- *Ottawa Chamber of Commerce, Eggs 'n Icons Breakfast Series*

March 2012

- *AmCham Conference, Ottawa*
- *FABTECH2012, Canadian Manufacturing Week*
- *SLC Municipal Roundtable (USDA)*

April 2012

- *Free Trade Zone Seminar, Massena*
- *AmCham Breakfast Series, Ottawa*
- *EpTech, Toronto*
- *RenewSLC.org Seminar, Canton*
- *EpTech, Montreal*
- *BIOMEDevise, Boston*
- *Really Big Show, Potsdam*

May 2012

- *Canadian Environmental Conference and Tradeshow (CANECT), Mississauga*
- *Mfg4, Hartford CT*
- *MMTS*
- *AmCham Breakfast Series, Ottawa*

- *North Country Technology Symposium, Potsdam*

June 2012

- *Clean Energy Conference, Lake Placid*

**St. Lawrence County Industrial Development Agency
Local Development Corporation**

Mission Statement

Reviewed and Reaffirmed in Public Session on January 26, 2012

The mission of the St. Lawrence County IDA Local Development Corporation is to stimulate the growth of private sector employment in St. Lawrence County by providing financial assistance to new and expanding industries, and to certain retail/market-driven facilities.

The purpose of the Corporation shall be to relieve and reduce unemployment; promote and provide for additional and maximum employment; better and maintain job opportunities; instruct or train individuals to improve or develop their capabilities for jobs; carry on scientific research for the purpose of aiding the community of St. Lawrence County, New York by attracting industry to the community and by encouraging the development of, or retention of, an industry in the community; lessen the burdens of government and act in the public interest and administer the St. Lawrence County Revolving Loan Fund.

Performance Goals

- *To create new employment opportunities for St. Lawrence County citizens through the attraction of or the creation of new businesses*
- *To create new employment opportunities for St. Lawrence County citizens through the expansion of existing businesses*
- *To retain existing employment opportunities*
- *To invest in local companies through responsible lending assistance*
- *To leverage the greatest level of private investment in St. Lawrence County businesses*
- *To educate County businesses, elected officials and community representatives regarding available economic development resources*
- *Act as liaison between businesses and government to help coordinate economic development services and reduce bureaucracy*
- *Work cooperatively with area economic development agencies to market County assets and economic development resources to potential new or expanding businesses*
- *Ensure a transparent and accountable operation with responsibly-managed Corporation assets*
- *Responsibly administer the assets of the St. Lawrence County IDA Local Development Corporation Revolving Loan Fund, the Greater Massena Economic Development Fund and the St. Lawrence River Valley Redevelopment Agency*

January 2012 – June 2012 Performance

- *The SLCIDA-LDC’s compliance efforts with Public Authority Law are ongoing. As part of this compliance, the SLCIDA-LDC adopted its Procurement Lobbying Law Policy and Procedures, and its Policy Prohibiting Loans and Credit to Officers, Directors and Employees. Additionally, it reviewed and reaffirmed policies regarding Property Disposition, Investment, and Procurement, along with reviewing its performance for 2011.*
- *SLCIDA staff visited business customer locations as part of the SLCIDA-LDC’s annual report process.*
- *“Drum Country Business,” a 3-county regional, economic development marketing program received a \$5,000 commitment from the SLCIDA-LDC to continue its business attraction initiative.*
- *The SLCIDA-LDC accepted \$167,000 in Tribal-State Compact Funds from St. Lawrence County for the exclusive use as a training reimbursement program, to provide financial assistance to reimburse companies a portion of the costs associated with incumbent worker training or training new employees.*
 - *To date, the SLCIDA-LDC has allocated funds to six (6) St. Lawrence County employers’ incumbent worker training programs. Alcoa, Claxton-Hepburn Medical Center, DeFelsko, North Country Dairy, Northern New York Newspapers Corporation and Potters Industries will use Tribal-State Compact Funds to help train 59 employees.*
 - *Funds were also allocated to six (6) St. Lawrence County employers for use in new worker training programs. Ansen, DeFelsko, Pipeline Data, Potsdam Specialty Paper, Potters Industries, and Yesteryear’s Vintage Doors will use Tribal-State Compact Funds to create 22 new jobs.*
 - *As part of the agricultural component of the training reimbursement program, funds have been allocated to pay 3 BOCES students (to date) and 4 other young workers who are engaged in a farm work experience program.*
- *Thomas Plastino was hired as the SLCIDA-LDC’s Chief Financial Officer/Deputy Chief Executive Officer.*
- *Gilbert Greens Country Club received \$50,000 in loan funding assistance as it works to restart/revitalize the former Deerfield Country Club.*
- *Slic Network Solutions’ loan authorization was amended to enable the company to fully comply with the Rural Utility Services’ grant funding agreement.*
- *Composite Systems and Technologies negotiated a 6-month amendment to its lease agreement.*
- *The SLCIDA-LDC and the St. Lawrence River Valley Redevelopment Agency (“RVRDA”) worked with the New York Power Authority to create language that would enable the local use of 20MW of low-cost power for economic development projects.*
- *Fockler Industries executed a month-to-month lease for a portion of the Lot 19 building in the Massena Industrial Park as part of a joint initiative between the SLCIDA-LDC and the RVRDA.*

- *Ansen Corporation was approved for a Line of Credit from the SLCIDA-LDC and the RVRDA. This is a new initiative whereby NBT Bank has agreed to match our \$100,000 with \$100,000 of its own funds. NBT will manage the combined \$200,000 Line of Credit.*
- *SLCIDA-LDC authorized the River Valley Redevelopment Agency's recommendations for funding through the RVRDA's Community Development and Environmental Improvement Program (CDEIP). The RVRDA received 41 applications totaling approximately \$3 Million in requested funds. CDEIP programs that received grant funding approval in 2012 included:*

<i>Applicant</i>	<i>Project Description</i>	<i>Grant Award</i>
<i>Business Development Corporation for a Greater Massena</i>	<i>Promotion phase for marketing video for Massena/St. Lawrence Valley Region</i>	<i>\$ 15,000</i>
<i>St. Lawrence-North Country Foundation</i>	<i>Year 2 of funding awarded in 2011, FishCap initiative</i>	<i>\$ 25,000</i>
<i>Massena Country Club</i>	<i>Replace equipment to maintain fields</i>	<i>\$ 20,000</i>
<i>St Lawrence County Fire Training Facility</i>	<i>Foundation work for a new fire training structure in West Potsdam</i>	<i>\$ 42,982</i>
<i>State Park Nature Center: Friends of Robert Moses Nature Center</i>	<i>Construction of a temporary shelter (covered gazebo) for visitors to utilize until the new Nature Center building is complete.</i>	<i>\$ 15,000</i>
<i>Town of Colton</i>	<i>Construction of trailside facilities as part of Local Waterfront Revitalization Program</i>	<i>\$ 17,500</i>
<i>Town of Lisbon</i>	<i>Phase 2 of campground project: Provide additional utilities (Water, Sewer, Electric) to the Town of Lisbon Campground's RV sites located on the northern portion of the property to aid the Phase I electrical enhancements that were completed in 2011.</i>	<i>\$134,000</i>
<i>Town of Louisville</i>	<i>Replacement of one of the two fuel oil boilers in the Town of Louisville Municipal Building, with a wood pellet boiler</i>	<i>\$ 90,000</i>
<i>Town of Madrid</i>	<i>Refurbish concrete on dam abutments & crown of spillway</i>	<i>\$ 60,000</i>
<i>Town of Waddington</i>	<i>Improve accessibility by handicapped visitors to the historic Old Town Hall.</i>	<i>\$ 40,000</i>
<i>Village of Norwood</i>	<i>Renovations to Band Shell: Acoustical work and higher level of security to accommodate the technical equipment to include painting, steel doors and locks, and a bi-fold gate.</i>	<i>\$ 16,570</i>
<i>OBPA</i>	<i>Port improvements project</i>	<i>\$ 95,000</i>

**St. Lawrence County Industrial Development Agency
Civic Development Corporation**

Mission Statement

Reviewed and Reaffirmed in Public Session on January 26, 2012

The St. Lawrence County Industrial Development Agency Civic Development Corporation (SLCIDA-CDC) was established on April 13, 2010 as a not-for-profit local development corporation. Created by St. Lawrence County, the SLCIDA-CDC helps to support the operations of not-for-profit corporations within the County to increase employment opportunities for the residents of the County, and provide financing through the issuance of tax-exempt and taxable bonds to projects of not-for-profit corporations, which is essential to the continued development, construction, improvement and operation of projects by not-for-profit corporations.

Performance Goals

- *To provide assistance to the numerous hospitals, colleges and other civic facilities that operate within the County through the issuance by St. Lawrence County of tax exempt civic facility bonds*
- *Ensure a transparent and accountable operation with responsibly-managed SLCIDA-CDC assets*

2012 Performance (January 2012 – June 2012)

- *Compliance with Public Authority Law is ongoing. The SLCIDA-CDC adopted its Procurement Lobbying Law Policy and Procedures, and its Policy Prohibiting Loans and Credit to Officers, Directors and Employees. Additionally, the Corporation reviewed and reaffirmed policies regarding Property Disposition, Investment, and Procurement, along with reviewing its performance for 2011.*
- *Site visits to SLCIDA-CDC business customer locations were conducted throughout January as part of the SLCIDA-CDC's annual report process.*
- *The SLCIDA-CDC appointed Thomas Plastino as its Chief Financial Officer in March 2012.*
- *A public hearing was held on March 27 regarding the \$19,490,000 Clarkson University project. This is a continuation of Clarkson's 2011 project (renovation of Moore House, renovation of 10 units in Woodstock Village and completion of the University's NAB Lab). The project is expected to create 150 construction jobs. Financing was completed in April 2012.*
- *The SLCIDA-CDC authorized \$87,000 in loan financing through its Civic Development Fund to the Ogdensburg Bridge & Port Authority's Port Improvements Project.*

St. Lawrence County Local Development Corporation

Mission Statement

Adopted February 9, 2011

The mission of the St. Lawrence County Local Development Corporation (SLCLDC) is to increase adequately remunerated employment in St. Lawrence County; support existing microenterprises and the creation of new microenterprises; instruct and train individuals to develop and/or enhance their entrepreneurial and work skills; conduct research to identify new microenterprise opportunities and support the development of these opportunities; act in the public interest and lessen the burdens on government; and administer the SLCLDC's loan and grant programs..

The St. Lawrence County Local Development Corporation is devoted to encouraging the economic advancement of St. Lawrence County's low-moderate income citizens and the preparation of citizens for business ownership through the responsible provision of financial products, training, technical assistance and support to new and expanding microenterprises.

Performance Goals

- *Entrepreneurial assistance to St. Lawrence County's new and expanding microenterprises through the responsible provision of financial products, training, technical assistance and support that encourages the economic advancement of St. Lawrence County's low-moderate income citizens.*
- *Ensure a transparent and accountable operation with responsibly-managed, authority assets.*
- *Market authority programs and partner with local entities that provide small business training program assistance.*
- *Accountable and informed business lending assistance that encourages job creation or retention.*

2012 Performance Review (January 2012 – June 2012)

- *SLCLDC finalized an agreement with the Town of Brasher to administer a microenterprise lending program on behalf of the Town. A staff person is scheduled to be on-site (Town Hall) for 2 ½ hours, one day a week for five weeks beginning June 20 and continuing through July 18 for the initial promotion of the fund.*
- *SLCLDC also continues to work with the St. Lawrence River Valley Redevelopment Agency regarding an allocation of Agency funds to assist in the recapitalization of the SLCLDC's microenterprise loan fund.*
- *SLCLDC reviewed and accepted its 2011 Audited Financial Statements and its 2011 Annual Report.*
- *Authorized \$20,000 in loan funding to Jon Gordon d/b/a Gordon's Frame to Finish to assist the company with working capital to support its HUD contracts, and to increase its marketing efforts.*
- *Authorized a Declaration of Uncollectible Debt: Chuck's Pet Center.*
- *The SLCLDC's MicroGrant Program underwent a monitoring review by the New York State Home and Community Renewal (HCR). The monitoring included a review of grant files and a site-visit with one of the grant recipients (Red Shed Tack Shop). The final draw request from the program was submitted and reimbursement received.*
- *Ongoing compliance with provisions of Public Authority Accountability Act and Public Authority Reform Act: Reporting, training, website development, etc. As part of this compliance, the SLCLDC adopted a Procurement Lobbying Law Policy and Procedures, and a Policy Prohibiting Loans and Credit to Officers, Directors and Employees.*